

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations.  
Voice/CRS Relay (711)

<b>Position:</b>	Program Technician	<p>If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is becoming the destination employer within the State of California.</p> <p><u>Scope of the Position:</u></p> <p>With general supervision provided by the Staff Services Manager I, the Program Technician is responsible for the less difficult review and processing of unclaimed property reports received. Specific duties include, but will not be limited to the following:</p> <p><u>Duties and Responsibilities:</u> (Candidates must perform the following functions with or without reasonable accommodations)</p> <ul style="list-style-type: none"><li>• Review the less difficult unclaimed property reports for compliance to Unclaimed Property law, regulations and reporting procedures. Take necessary action to correct reporting deficiencies, which may include contacting holders or administrators of unclaimed property.</li><li>• Answer and respond to telephone inquiries regarding reporting issues.</li><li>• Perform special assignments, which may include providing support to the claims unit when required; assist in the preparation of reports to be entered into the Unclaimed Property Database, database queries, research of files, preparation of lists, etc.</li><li>• Prepare reports for processing to dock storage and State Records Center.</li><li>• Use PC applications, enter, edit, and maintain pertinent data that is used to track the status of unclaimed property reports.</li></ul>
<b>Position #:</b>	051-550-9927-100	
<b>Salary Range:</b>	\$2,280 - \$2,975	
<b>Issue Date:</b>	September 25, 2008	
<b>Contact:</b>	Christel Amour (916) 464-6052	
<b>Location:</b>	Unclaimed Property Division 10600 White Rock Road Rancho Cordova, CA 95670	
<b>Final Filing Date:</b>	Statewide Until Filled	
	<b>*FREE PARKING*</b>	
<b><u>Applications:</u></b>		
Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.		
<b>All hires will be subject to a background check.</b>		
<b>For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.</b>		
<u>Submit a Std.678 State Application and Resume to:</u>		
State Controller's Office Unclaimed Property Division ATTN: Christel Amour 10600 White Rock Road Rancho Cordova, CA 95670		